

## **Program Testing Procedures for the AutoMARK Voter Assist Terminal (VAT)**

Promulgated Rule R168.775 deals with the preparation of voting devices to be used in Michigan elections. Section (7) directs, “An assembled voting device shall be tested to determine if it is operating properly.” The following test procedures must be carried out prior to each election for each program and VAT that will be used at the election to ensure that the equipment is functioning properly.

For each step described below, the marked test ballot must be visually inspected to verify the accuracy of the program and the proper placement of each mark on the ballot. It should be noted that the preparation of a chart of predetermined results is not required. Additionally, since the AutoMARK is not a ballot counting device, test ballots do not have to be tabulated. Documentation of the completion of the required preliminary and public accuracy tests is demonstrated through the test ballots (test deck) and Certificate of Preliminary and Public Accuracy Tests which must be attested to by the local election commission or their authorized representatives and retained as a public record under the provisions of Michigan election law.

All ballots included in the test deck must be numbered sequentially and marked “TEST.” It is further recommended that a notation be made on each test ballot that describes the condition begin tested.

1. Insert the first test ballot into the VAT. Visually review each screen or section of the ballot to verify that the information appearing on the screen is identical to the information printed on the actual ballot. Do not record any votes on this ballot. Also, review the audio presentation of the ballot paying particular attention to the pronunciation of each word and the names of all candidates. NOTE: Needed adjustments to the voice files must be made in the AutoMark Information Manager Software (AIMS). If adjustments are needed, contact the persons responsible for programming.) Press the “Mark Ballot” button to eject the ballot. Write the words “Blank Ballot” at the top of this test ballot.

**Promulgated Rule 168.775(5) This step is used to verify that the program installed into the VAT matches the ballot(s) that will be marked by the VAT and that all offices, candidates, proposals and voting instructions are recognized. This test is also conducted to ensure that the audio presentation of the ballot is phonetically correct and that the program will allow a voter to cast a blank ballot.**

2. Using one ballot attempt to over vote each office and proposal. In vote for one offices, the selection of one option should de-select a previous choice. In offices where more than one selection is allowed, once the maximum number of choices has been made, a candidate must be manually de-selected before another choice can be made. Then, using the same ballot, record the maximum number of votes

allowed for each office and proposal. Press the “Mark Ballot” button to eject the ballot. Write the words “Maximum Votes” at the top of this test ballot.

**Promulgated Rule R168.773 (10)(d) This step is used to verify that over voting will not be permitted and that voters will be able to cast the maximum number of votes allowed for each office.**

3. Using multiple ballots, vote each ballot so that each candidate under each office and the “yes” and “no” of each proposal receives one vote. Vote for no more than one candidate or proposal option for each office and proposal. To complete this step, record a vote for the first candidate under each office; vote “Yes” for each proposal. Press the “Mark Ballot” button to eject the ballot. Verify that a mark appears in the vote position assigned to the first candidate under each office and that the vote cast on the proposal is accurate. Using a second test ballot, record a vote for the second candidate under each office; vote “No” for each proposal. Press the “Mark Ballot” button to eject the ballot. Verify that a mark appears in the vote position assigned to the second candidate under each office and that the vote cast on the proposal is accurate.

Repeat this process as necessary using additional test ballots until all candidate positions and the “Yes” and “No” under each proposal receive one vote. Visually inspect each ballot to ensure that the proper vote positions are marked, e.g. the third candidate position is marked under each office on the third test ballot; the fourth candidate position is marked under each office on the fourth test ballot, etc.

During the visual inspection of each test ballot, verify that the marks on each ballot are centered within each target area (oval or arrow). If the marks are not substantially within the target areas, a manual adjustment must be made. This adjustment is made while in test mode. (Refer to manufacturers instructions for details.) After each test ballot is verified, write “VP 1” (Vote Position 1), “VP 2” etc. at the top of the ballot.

**This step is used to ensure that all votes are properly recorded as intended by the voter and that all marks are located within the target areas of the ballot as necessary to ensure proper tabulation.**